
Appendix E: Sample Forms

APPENDIX E: SAMPLE FORMS

Use this appendix to help your district develop standard forms to use in the event of an emergency.

The job aids included in this appendix are listed below.

Staff Skills Survey and Inventory	E-2
Sample School-Parent/Guardian Letter	E-3
Code Red Procedures	E-5
Emergency Information Sheet	E-7
Student Accounting Form	E-8
Notice of First Aid Care	E-9
Site Status Report.....	E-10
Update Report.....	E-11
Student Release Form	E-12
Search and Rescue Teams	E-13
Sample Search & Rescue Map.....	E-14
Public Information Release	E-15
Emergency Time/Situation/Response Report.....	E-16
Sample Log.....	E-17
Lockdown, Shelter in Place, and Drop, Cover, & Hold Procedures	E-18
Emergency Drill Planning Checklist	E-19
Emergency Drill Observation Checklist.....	E-22
Emergency Drill Evaluator Checklist.....	E-23
Evacuation, Reverse Evacuation, and Teacher Responsibility.....	E-24
Sheltering-in-Place Sign	E-25
Shelter-in-Place Drill Checklist.....	E-26
District-Wide Emergency Drill Site Observer Checklist.....	E-27
Sample Disaster Volunteer Program Notice	E-30

STAFF SKILLS SURVEY & INVENTORY

Name & School _____ / _____ Room _____
 Name School

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training, and capabilities of the staff will play a vital role in coping with the effects of any disaster incident, and they will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING.
CIRCLE YES OR NO WHERE APPROPRIATE.

_____ First Aid (current card yes/no) _____ CPR (current yes/no) _____ Triage _____ Firefighting

_____ Construction (electrical, plumbing, carpentry, etc.) _____ Running/Jogging

_____ Emergency Planning _____ Emergency Management _____ Search & Rescue

_____ Law Enforcement Bi/Multi-lingual (what language(s)) _____

_____ Mechanical Ability _____ Structural Engineering _____ Bus/Truck Driver
(Class 1 or 2 license yes/no)

_____ Shelter Management _____ Survival Training & Techniques _____ Food Preparation

_____ Ham Radio Operator _____ CB Radio _____ Journalism

_____ Camping _____ Waste Disposal _____ Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ In your car? _____ In your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?
(i.e., athletic bibs, traffic cones, carpet squares) _____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT COULD BE USED IN AN EMERGENCY? _____ YES _____ NO
PLEASE LIST EQUIPMENT AND MATERIALS.

[illegible]

COMMENTS _____

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

SAMPLE SCHOOL-PARENT/GUARDIAN LETTER

[Date]

Dear Parents/Guardians:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in [State] are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a **major** disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan that has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School District green emergency card that is required to be filled out by parents at the beginning of every school year. Please be sure that you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.
3. Turn your radio to [radio stations] for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District cable on Channel _____. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

SAMPLE SCHOOL-PARENT/GUARDIAN LETTER (CONTINUED)

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or an emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Principal
School

CODE RED PROCEDURES

Follow the classroom procedures below in an emergency.

- Stop class activities and wait for further instructions.
- Immediately shut and lock classroom doors.
- Free up the classroom telephone.
- Remain quiet.
- Ignore all bells. Keep students in the classroom.
- All staff without student responsibility should report immediately to the office, unless instructed otherwise.
- Computer/media staff should turn off all Internet and computer access.
- Take attendance immediately and keep your attendance book with you as you may be asked to leave the classroom.

Notes from the Waverly Schools Critique Following a Chemistry Lab Explosion

What we learned:

- The district and building response plans are important and need to be reviewed with staff frequently.
- Call 911 when necessary. (Use good judgment and terminology based on what you know.) Understand that this call gives the command to the fire or police responders.
- The responders will assess and determine a safe environment. Let them know the total number of students involved (e.g., 24 students in the class).
- The principal needs to be where information is accessible and where telephone calls are handled, and needs to be able to provide direction to staff and students as directed by the command.
- Students involved need to be kept as close to the area of the incident as is determined to be safe by the responders.
- Make sure that all of the students involved are accounted for. Have current class rosters available.

CODE RED PROCEDURES (CONTINUED)

- Facilities and maintenance staff should work directly with the command with regard to mechanical systems.
- All MSDS sheets must be kept in a visible location. (We will install an appropriate visible storage area.)
- Adults need to provide accurate information in a timely manner concerning who is involved and their status.
- Students need to be supervised when they are using the telephone. Pay phones should be made unavailable.
- Identify rooms that parents can go to, based on where the incident is located. The rooms should be close to an entrance.
- All media information is to be handled by the superintendent, or his or her designee, and responders.
- We have identified media staging areas.
- The principal needs to identify the members of the building's response team. This team needs to be constant and available. This assures that your team is communicating and attending to the issues. They decide the next steps.
- Consider how to inform substitutes of what to do. Assign another teacher as their contact.

EMERGENCY INFORMATION SHEET

Student's Name _____ Room Number _____
 Address _____ Grade _____
 Parent(s)/Guardian(s) Names _____ Home Phone _____
 Mother's/Guardian's Work Address _____
 Father's/Guardian's Work Address _____
 Mother's/Guardian's Work Phone _____ Father's/Guardian's Work Phone _____

In an emergency or major disaster during school hours, my child may be released to the following persons: (THESE NAMES SHOULD BE THE SAME AS ON YOUR CHILD'S GREEN EMERGENCY CARD.)

Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____

My son/daughter needs to take the following medication: _____

Medication _____ Dosage _____ Time _____

Have you provided the school office with a supply of this medicine? _____

My child may _____ or may not _____ have Tylenol if needed during an emergency.

List allergies to medicine or foods _____

Doctor _____ Address _____ Phone _____

Family out-of-State telephone contact to be used in an emergency:

Name _____ Phone _____
 (outside of State) (Area code & number)

Date _____ Parent's/Guardian's Signature _____

Student Released to: _____

Date: _____ Time: _____ Destination: _____

STUDENT ACCOUNTING FORM

Room No. _____ Date _____

Enrolled per Register _____ Reported by _____

Not in School Today _____ Received by _____

Present Now _____

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Students on playground needing more first aid than you can handle:

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional comments: (Report fire, gas/water leaks, blocked exits, structural damage, etc.)

NOTICE OF FIRST AID CARE

DATE: _____

SCHOOL: _____

Dear Parent/Guardian:

_____ was injured at school and has been given first aid. If you feel that further care is necessary, please consult your family physician.

Destination: (if not presently onsite) _____

Transporting Agency: (if not presently onsite) _____

Time: _____

Remarks:

Please sign and return one copy to school. Retain a copy for your records.

PARENT'S/GUARDIAN'S SIGNATURE_____
SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy goes home with student

1 copy stays with teacher or medical treatment team records

[Date]

SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Telephone _____ Messenger _____

EMPLOYEE/STUDENT STATUS

	Absent	Injured	# Sent to hosp./med	Dead	Missing	Unaccounted for (away from site)	# Released to parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage/problem and indicate location(s).

Check ✓	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/cooling	
	Other (list):	

MESSAGE: (Include kind of immediate assistance required; can you hold out without assistance/how long?; overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing, and accounted for ASAP.)

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

UPDATE REPORT

Name _____ Time _____
_____ # children remaining at school
_____ # staff members remaining to care for children
_____ Assistance required: _____ water _____ food _____ blankets _____ # people to help

STUDENT RELEASE FORM

TO BE TAKEN BY RUNNER

Please Print

Student's Name _____

Teacher _____ Grade _____

Requested By _____

To be filled in by Request Gate staffProof of I.D. _____ Name on Emergency Card _____
(yes) (no)

**Student's Status
To be filled in by teacher**

Sent with Runner _____ Absent _____ First Aid _____ Missing _____

To be filled in by Request Gate staffProof of I.D. _____ Name on Emergency Card _____
(yes) (no)

**To be filled in by Requester
at Release Gate**

Requester Signature _____

Destination: _____

Date: _____

Time: _____

SEARCH AND RESCUE TEAMS

SEARCH AND RESCUE TEAM LEADER _____

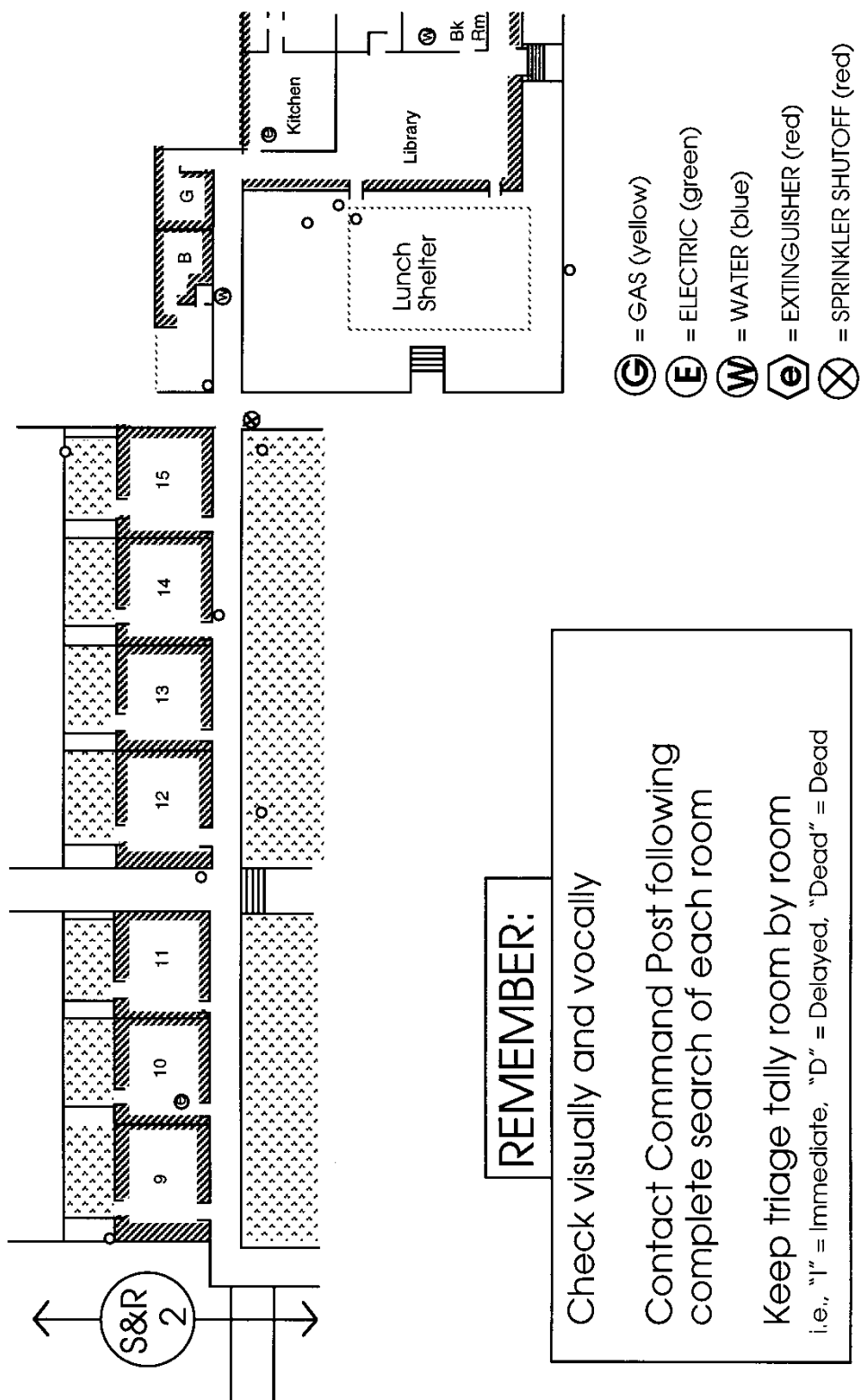
Note: Number of teams will vary depending on size of campus.

		NAMES		Radio	Keys	Hardhat	Goggles	Bucket	Vest	Clipboard	Backpack
SEARCH AND RESCUE TEAM #1 NOTES:	1.										
	2.										
SEARCH AND RESCUE TEAM #2 NOTES:	1.										
	2.										
SEARCH AND RESCUE TEAM #3 NOTES:	1.										
	2.										
SEARCH AND RESCUE TEAM #4 NOTES:	1.										
	2.										
SEARCH AND RESCUE TEAM #5 NOTES:	1.										
	2.										

S&R Team Leader

- Assign teams based on available manpower; minimum 2 persons. Attempt to place one experienced person on each team.
- Perform visual check of outfitted team leaving CP; include radio check. Advise teams of known injuries.
- Remain at Command Post table.
- Be attentive to all S&R related communications.
- Utilize boxes above to record location of injured students. Example: report of 2 injured students in Room 20 would be recorded as "S/2 = RM 20" in box under team #3.
- Utilize manpower pool to aid S&R (i.e., request for backboard and carryout or request for rescue equipment).

Sample Search & Rescue Map Search & Rescue #2



PUBLIC INFORMATION RELEASE

Check () as appropriate: District/District-wide _____ School _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced a(n) _____

___ The (students/employees) [(are being) or (have been)] accounted for.

___ No further information is available at this time.

___ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

___ Police [(are here) or (are on the way) or (are not available to us)].

___ Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

_____ [(are here) or (are on the way) or (are not available to us)].

___ Communication center(s) for parents (is/are) being set up at _____
to answer questions about individual students.

___ Communication center(s) for families (is/are) being set up at _____
to answer questions about individual employees.

___ Injuries have been reported at _____ and are being treated at the site by
(staff/professional medical responders). (#) _____ reported injured.

___ Students have been taken to a safe area, _____, and are with [(classroom
teachers/staff) or (_____)].

___ (#) Students have been taken to the local emergency room for treatment of serious injury.
Parents of injured students should go to the emergency room at _____.

___ (#) Confirmed deaths have been reported at _____.
Names cannot be released until families have been notified.

___ Structural damage has been reported at the following sites: _____ ..

Release restrictions _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release # _____
(Date/Time: _____)

EMERGENCY TIME/SITUATION/RESPONSE REPORT

TIME	SITUATION	RESPONSE	INITIAL

SAMPLE LOG

Date _____

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. **They are legal documents!**

9:50 Approximate time of quake
9:55 Custodian opened container
10:00 Set up Command Post, Becky Harrison in charge
10:00 Becky says Nurse Nightingale is off campus
10:00 Student accounting forms coming into CP
10:00 Teachers are reporting to manpower pool
10:02 Report of Carrie Macintosh trapped in computer lab
10:06 Water running out of boys room by room 3
10:10 S&R teams assigned, team #1 told about Carrie in computer lab
10:14 S&R #3 radio batteries dead
10:15 Broken glass and lights in room 10
10:16 Repairman on office roof prior to quake not seen since
10:17 Aftershock - no injuries reported - students are seated
10:18 All S&R teams check in ok
10:19 Room 20 front door jammed
10:20 Sarah Laws & Mary Hans (parent nurses) here to help
10:21 Becky places Sarah in charge of medical
10:22 Request backboard and 4 carriers to cafeteria
10:22 Nancy Powers assigned stress counseling
10:23 Aftershock - Becky Harrison injured
10:24 All S&R teams check in ok
10:24 Command transferred to Laura Werner
10:25 District EOC on radio - we receive but cannot transmit
10:26 Natural gas leak below bungalow 30
10:27 Custodian sent to check gas leak
10:27 Student release ready - S&R not finished
10:28 Major damage to cafeteria
10:28 Broken windows/lights - room 14
10:29 Burning smell room 23
10:30 Custodian unable to shut off gas by bungalow 30
10:32 Michael Burns here - sent to help custodian
10:33 Room 32 shaken off foundation
10:35 Police helicopter flies over
10:35 Gas leak stopped
10:35 John Forest climbed fence, took son Jeremy
10:36 Michelle Pauls here-assigned with Nancy Powers
10:38 Medical-reports total 9 minor injuries, 1 broken leg

LOCKDOWN	SHELTER IN PLACE	DROP, COVER, & HOLD
WHEN THE ANNOUNCEMENT IS MADE:	WHEN THE ANNOUNCEMENT IS MADE:	WHEN THE COMMAND "DROP" IS GIVEN:
<ol style="list-style-type: none"> Students should report to the nearest classroom. 	<ol style="list-style-type: none"> Students are to be cleared from the halls immediately and report to assigned classrooms. 	<p>DROP – Take cover under a nearby desk or table and face away from the window.</p>
<ol style="list-style-type: none"> Close all windows, lock your doors, and do not leave for any reason. 	<ol style="list-style-type: none"> Close and tape all windows and doors and seal the gap between bottom of the door and floor. 	<p>COVER your eyes by leaning your face against your arms.</p>
<ol style="list-style-type: none"> Cover all room and door windows. 	<ol style="list-style-type: none"> Take attendance. Use voice mail to report missing students. 	<p>HOLD onto the table or desk legs.</p>
<ol style="list-style-type: none"> Stay away from all doors and windows and move students to interior walls and drop. 	<ol style="list-style-type: none"> Do not allow anyone to leave the classroom. Emergency bathroom use only with the buddy system. 	
<ol style="list-style-type: none"> Shut off lights. 	<ol style="list-style-type: none"> Stay away from all doors and windows. 	
<ol style="list-style-type: none"> BE QUIET! 	<ol style="list-style-type: none"> Telephone use in the classroom is for emergencies only. 	
<ol style="list-style-type: none"> Wait for further instructions. 	<ol style="list-style-type: none"> Wait for further instructions. 	

**EMERGENCY DRILL
PLANNING CHECKLIST**

Objectives:

List the objectives of the drill below. Include the observable action, responsible party, conditions, and standards. Be sure that each objective is SMART:

- Simple
- Measurable
- Achievable
- Realistic
- Task Oriented

Objective Number	Objective	Individual(s)

EMERGENCY DRILL PLANNING CHECKLIST (CONTINUED)

Training:

How a drill is conducted varies according to the type of drill, ranging from simple operational procedures to more elaborate communication and command post drills. Given the variety of functions that may be drilled, there is no set way to run a drill. However, some general guidelines are given below.

Preparation:

- If operational procedures are to be tested, review them beforehand.
- Review safety precautions.
- Train evaluators.
- Drill participants usually need a short orientation before the drill actually begins.

Stage Setting:

- Begin with a general briefing, setting the scene and reviewing the drill purpose and objectives.
- Films, slides, or videotapes may be used in setting the scene for the drill.

Monitoring the Action:

- Prepare messages to insert into the drill to ensure that all objectives are being tested.
- Use the prepared messages to trigger actions if something you wanted to happen is not happening.

Comments:

**EMERGENCY DRILL
PLANNING CHECKLIST (CONTINUED)**

Evaluation:

- Plan the observation process:
 1. Recall the objectives, the events, and the actions or decisions needed.
 2. Identify those expected to take the actions or make decisions as those who should be observed.
 3. Locate evaluators in a position to observe the players.
 4. Brief the evaluators on what actions or decisions are expected.
- Provide points of review to guide the evaluators.
- Provide evaluation forms. They may include simple questionnaires, checklists, or rating sheets on which observations are recorded.

Note: The following two pages include an Observation Checklist and an Evaluation Checklist.

**EMERGENCY DRILL
OBSERVATION CHECKLIST**

Objective	Action/Decision To Look For	Players To Observe	Where	Expected Time

**EMERGENCY DRILL
EVALUATOR CHECKLIST**

Evaluator: _____

Date: _____

Location: _____

Objective No.:

Function Being Evaluated:

Objective:

Points of Review:

Please answer the following: Y = Yes, N = No, NA = Not Applicable, NO = Not Observed

	Y	N	NA	NO
1.				
2.				
3.				
4.				

Comments:

EVACUATION

WHEN THE ANNOUNCEMENT IS MADE:

1. Grab the EMERGENCY BACKPACK on the way out of your room.
2. Take the closest and safest way out as posted.
3. Do not stop for student/staff belongings.
4. Go to the designated area and wait for further instructions.
5. Check for injuries.
6. Take attendance. Hold up "GREEN" card if all are present. Report missing students to Command Post by holding up "RED" card. A Runner will be sent to you.
7. If you have any other questions or problems, hold up your "RED" card.

REVERSE EVACUATION

(for emergencies requiring shelter that occur during recess or PE class)

WHEN THE ANNOUNCEMENT IS MADE:

1. Move students/staff inside as quickly as possible.
2. Report to homeroom.
3. Take attendance. Use voice mail to report missing students.
4. Wait for further instructions.

TEACHER RESPONSIBILITY

1. Assess the situation and remain calm.
2. Attend to minor injuries.
3. Keep students quiet and under control.
4. Check in with your "BUDDY" teacher.

WE ARE
SHELTERING IN PLACE



DO NOT ENTER

SHELTER-IN-PLACE DRILL CHECKLIST

Good	Need To Improve How?	
_____	_____	1. Parents were informed about the drill.
_____	_____	2. Scenario reviewed with staff prior to event.
_____	_____	3. Students/staff went inside, closed the doors, and closed and locked all windows.
_____	_____	4. Hang signs on doors and office to indicate "Sheltering In Place."
_____	_____	5. Roll call of students and staff.
_____	_____	6. Place wet towels across the bottom of doors to the outside. (Simulate during drill.)
_____	_____	7. Tape up any vents that can't be closed. (Simulate during drill.)
_____	_____	8. Tape around windows if air is leaking in. (Simulate during drill.)
_____	_____	9. Turn off air conditioning and exhaust fan in kitchen. (Simulate during drill.)
_____	_____	10. Close drapes and curtains.
_____	_____	11. Turn off pilot lights, but electricity should remain on. (Simulate during drill.)
_____	_____	12. Designate room for people who come to school during drill.
_____	_____	13. Post signs indicating location of visitor's room.
_____	_____	14. Alternate restroom facilities available in each room.
_____	_____	15. Alternate source of water for rooms without sinks.
_____	_____	16. Are there provisions for students needing medication during Shelter in Place?
_____	_____	17. Call 9-1-1 and the School District to tell them you are Sheltering in Place. (Simulate during drill.)
_____	_____	18. No one goes out during this time.
_____	_____	19. Do you have a method of communicating with the office during a drill?

Please use the reverse side of this checklist for your suggestions and candid comments. Please return this form within 5 days to the Principal. This form should be completed by all adult participants and observers at school site.

Name: _____ Date: _____ Site: _____

**DISTRICT-WIDE EMERGENCY DRILL
SITE OBSERVER CHECKLIST**

Drop/Cover/Hold:

- The teacher led drop/cover/hold by example.
- The students knew the proper procedure:
- The students ☐ dropped under cover ☐ covered their eyes ☐ held
- The teacher gave instructions and reassurances.
- The teacher checked self and evaluated situation.
- The teacher asked the students to check themselves and others.
- The teacher evaluated the situation and waited for class composure before asking for an evacuation.
- The teacher checked with the buddy teacher.

Special situations: If there were special situations, either planned or unplanned, how were they handled?

Evacuation and Student Accounting:

- Evacuation was orderly.
- If there were no serious “injuries,” the teacher evacuated with the buddy teacher, one at the front of the line, one at the rear. If a teacher was incapacitated, buddy teacher evacuated both classes. If a student was injured and could not be moved, one teacher remained with the injured, while the buddy teacher evacuated both classes to the assembly area.
- At the assembly area, the students sat down while the teacher took roll.
- A Student Accounting Form was sent to the Command Post.

Special situations: If there were special situations, either planned or unplanned, how were they handled?

Comments:

**DISTRICT-WIDE EMERGENCY DRILL
SITE OBSERVER CHECKLIST (CONTINUED)**

Logistics:

- The bin was open when the students arrived at the assembly area.
- The Logistics person handed out supplies.
- The Command Post table, chairs, and materials (map, markers, etc.) were set up.
- Search & Rescue supplies and equipment were set out.

Command Post:

- The Incident Commander remained at the Command Post during the entire drill.
- The Incident Commander made a visual survey of the assembly area from the Command Post.
- The Documentation Clerk kept a log of all events.
- Team Leaders reported to the Incident Commander.
- The Communications Officer filled out a Site Status Report and verified it with the Incident Commander.
- The Communications Officer reported to the District EOC, using the Site Status Report.

Search & Rescue: ☐ Team Leader in charge Number of teams _____

- The Operations Section Chief or Team Leader made assignments, checked equipment, and communicated with teams by two-way radio.
- Teams were dispatched to high-priority areas first.
- Each team member was properly attired (appropriate shoes, vest, hardhat, carrying dust mask, goggles, whistle, flashlight).
- S & R teams completed a sweep of their assigned areas (covering the entire campus).

**DISTRICT-WIDE EMERGENCY DRILL
SITE OBSERVER CHECKLIST (CONTINUED)**

Medical Team: Number of people assigned _____

- The first aid area was set up out of sight of the student assembly area.
- The first aid barrel was located at the first aid area.
- Cots and stretchers were assembled.
- Victims were received and treated.
- A log was kept of all treatments.

Comments:

Reunification

Request Gate:

Number of people assigned _____ Number who were volunteers _____

Number of parent requests processed _____

- Table and chairs were set up and materials available.
- Parents were handled calmly and respectfully. Parent identification was verified.
- Runners were available to handle requests.
- Student Release Forms were available for use.

Reunion Gate:

Number of people assigned _____ Number who were volunteers _____

Number of parent requests processed _____

- Table and chairs were set up and materials available.
- Parents were handled calmly and respectfully. Parent identification was verified.

Comments:

SAMPLE DISASTER VOLUNTEER PROGRAM NOTICE

In the event of a major emergency occurring during the normal school day, your local elementary, middle, or high school will need the assistance of its neighbors. Supplies will be needed to provide for the children, and volunteers will be needed to assist with clean up and the care and shelter of the children until they are picked up by a designated family member or friend.

If you wish to be a volunteer at your local school campus after an emergency, you must register with the City Office of Emergency Services and be sworn in as a Disaster Service Worker. If you wish to help, please contact the Office of Emergency Services to learn of the next registration date.

After you have registered, you will receive a picture ID. Your Skills Inventory will be sent to the local school. That school will welcome you on campus after a disaster and have a task ready for you to complete. You may also be asked to participate in emergency drills.